



## **Outbreak Management Plan**

The areas in blue highlighter refer to Years 4 and 5 and the staff working in them, with the areas in yellow applying to the whole school. Red writing indicates that this measure is not currently in place.

This is the school's outbreak management plan, created as a part of the comprehensive risk assessment completed by the school in order to minimise the risks from COVID-19. It would complement and/or replace the practices and procedures in the *Schools COVID-19 operational guidance response from Copnor Primary School*.

It is in response to the Government's operational guidance, available at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>. It states that every school: 'Should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.'

The outbreak management plan will be the steps the school will reintroduce to support the reduction in transmission within the school and/or the local community. The Government have released additional advice on what to include in the plan. It is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817-Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817-Contingency_Framework_FINAL.pdf)

The school will follow the current guidance with regards to when to operate the Outbreak Management Plan; namely, when the threshold has been met of: '5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.'

'At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.'

Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment.'

Therefore, in a situation where the threshold has been met, exercise will not be completed in the halls. Instead, it will be held outdoors rather than in the halls, wherever possible. Furthermore, where possible, classes impacted by an outbreak of COVID-19 will be held outside. N.B: PE will be continued in the school indoors; however, this decision will be reviewed regularly.

Assemblies will only be online.

The SLT would review ventilation in the classes affected, ensuring that all doors and windows are open (provided this does not impact on the children's comfort). The school would also send home communication to the parents/carers asking that the children come to school in additional clothing/with blankets to allow for windows to remain open for longer periods.

The cleaning rota would be supplemented with an additional clean of all areas and equipment for the COVID-19 impacted class/area.

### Additional areas to be implemented as appropriate

The following areas may be implemented dependent upon the severity of the outbreak and how significantly the threshold has been breached. In such instances, areas implemented will be highlighted in blue and shared with stakeholders. NB: see previous note

#### A return to social distancing/bubbles

There will be minimised contact between individuals and we will 'maintain social distancing wherever possible.' We will do 'everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.'

The 'overarching principle' we will apply is: 'reducing the number of contacts between pupils and staff.'

Timetabling will be used to ensure that different bubbles are not on the same area of the playground at the same time.

The children will be split into year group bubbles. These will contain a maximum of 105 children in each one (with 90 in KS1). However, wherever possible, the children will stay within their normal classes in order to minimise contact within the bubbles. Children in one bubble will not mix with children from another bubble during school hours wherever possible.

The definition for 'school hours' does not include breakfast and after-school provision; however, the school will have implemented additional measures to mitigate this contact (see below).

We will try to reduce the risk of cross-contamination between bubbles as much as we can.

Each bubble will have its own assigned area on the playground. Where two bubbles share an area, they will have staggered breaks to ensure that they are not on the playground at the same time.

Bubbles will have separate entry and exit points to the building wherever possible. Where this is not possible, then the school times will be adjusted to allow for different entry and exit times, for example, different lunch times, break times and start and finish times.

Large outdoor equipment, such as the MUGA and trim trail will only be used by one class per day (with one class allocated to each piece of equipment per day). Before it is used by another bubble/ class/year group, the large equipment will be cleaned. For the MUGA, the handles of the doors will be cleaned. For the trim trail, Grizedale and pirate ship, the equipment will be disinfected to include the ropes and the wood. It will need to be dry before being used by another bubble. Children will sanitise their hands before and after use of this equipment. (See separate guidance for the large pieces of play equipment.)

Sanitiser will be available in classrooms. However, it will be stored carefully in each room to avoid it being easily accessible by the children - unless it is in child-safe dispensers such as those attached to the walls.

Staff, pupils and other adults will be encouraged to stay 2 metres apart. 'Ideally, adults should maintain 2 metres distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone [both adults and children]. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.'

In Year R and for some of the time in Year 1, continuous provision is in place. For Years R and 1, (as well as Year 2 for guided reading) therefore, the children may be taught within their bubble rather than their class. For example, some children from each class may be taught phonics with children from a different class. We will minimise the instances where this happens wherever possible and consider whether the educational benefits of this approach outweigh the slightly increased risk. These groups will be constant for at least a week i.e. the children in the group will stay the same with any changes occurring at the start of a new week. Year 1 children undertake activities where some of the children may be outside of their rooms. These two areas-outside the Year 1 classrooms -will be coned off

and the children will be regularly reminded that they are not to interact with children from Year 2. Year 2 children will also be taught not to encroach on the area where the Year 1s are learning.

Assemblies will be conducted via Google Meets or an equivalent media. Class assemblies can be undertaken but no other assembly will be undertaken indoors. If a year group wish to meet, then they can do so outside provided the classes are separate (see also the additional information on singing) with the children 2 metres apart within and between classes.

Each year group will be assigned a designated area where catch-up and booster activities can be undertaken. These will be cleaned between each group to minimise contamination. Where year groups require additional space to complete groups, they will coordinate with the other bubbles to ensure that they are able to use these additional spaces. These areas will also be cleaned between each group.

KS1 receive free fruit. A member of the school staff will collect the fruit and distribute to each class. The children will only be able to collect fruit from their bubble's baskets. Children from other year groups will not be allowed to collect fruit from another bubble/class. Any fruit left over at the end of the day will not be returned to the kitchen where it is stored. Instead, it will be thrown away (although children will be encouraged to take it home at the end of the day). The baskets will be sanitised before the new fruit is placed in them.

In order to reduce the amount of contact within the KS1 area, the toilets will be reassigned. Year 2 will use the Boys' Toilets (with the urinals not in use), while Years R and 1 will use the Girls' Toilets. Wherever possible, no more than 2 children will visit the toilets from any one class at a time.

Should a classroom become unusable for any reason, then the children will be moved to the KS1 hall or outside (weather dependent) until the classroom can be put back into use.

#### **Use of the outdoors**

Wherever possible, when the threshold has been met, lessons will be taught outside.

#### **Fire Safety and Fire Evacuation**

The risks of fire and/or smoke inhalation outweigh the risk of cross-contamination caused by the mixing of bubbles. Therefore, the fire routes will be those that ensure the quickest exit from the classrooms/ other areas of the school rather than longer ones undertaken to avoid the mixing of bubbles.

Fire evacuation drills are a key component of every fire safety plan and ensure that the staff and children know what to do in event of a fire and will take place during the pandemic. The completion of the drill overrides any additional controls/ restrictions in place for COVID-19 during the drill.

The fire muster point remains the same during the Outbreak Management Plan's operation.

#### **Minimising the contact of adults with different bubbles**

The adults will minimise contact with different classes within bubbles. Teachers and TAs assigned to a year group will stay within that bubble and maintain social distancing with both the children, the adults in their group and other adults in the school, wherever possible. Where any TA is asked to work within 2 year group bubbles, they will be encouraged to minimise their contact to the classes to which the child they are working with is attached.

HLTAs will be limited to one year group bubble to work with, wherever possible. Where periods of absence need to be covered, this may mean that the HLTA is asked to work with an additional class or classes.

Staff will be encouraged to minimise their contact with office staff, welfare staff and members of the Senior Leadership Team. Wherever possible, they are to communicate with the member of staff by phone or email. Where this is not possible, they are to adhere to social distancing of 2 metres wherever possible.

Teachers and TAs assigned to a year group will stay within that bubble, wherever possible, and maintain social distancing with both the children, the adults in their group and other adults in the school.

Where any TA is asked to work within 2 or more year group bubbles, they will be encouraged to minimise their contact to the classes to which the child/children they are working with is attached.

Staff from KS1 will minimise their contact with KS2 staff and vice versa and will not routinely move between the two sides of the building.

TAs can work across their year group where required e.g. to complete an ELSA session or phonics group. The children will be permitted to mix within their bubble in these groups. However, we will keep the groups the same each week so that any changes- with regards to additional children being added to a group- are only made on a Monday morning. The children will remain in their class bubbles.

The KS1 red laminators will now be used in the KS1 kitchen and the lock preventing children from entering the room must be used whenever the room is empty.

The KS1 photocopier is in an open area of the school to aid social distancing.

Staff in all areas of the school must adhere to the 2 metres rule, wherever possible, around the photocopiers, laminators and trimmers in the school, ensuring that they clean the equipment after use/ they wash or sanitise their hands after use.

At times, staff may need to observe other members of staff for their own development/ to support the development of others. For example, year leaders will need to support their team by conducting learning walks. Where a member of staff needs to observe someone in another year group, they will wear a mask and will limit the observation. This might also include where the adult from the other year group teaches the children (in order that the class teacher is able to observe the practice being modelled by the other staff member).

Staff diary meetings in the lodge -on a Friday- will not be held. Instead, they will move online.

Any teacher on planning, preparation and assessment time (PPA) or other release time, will, wherever possible, work with the people from the year group bubble they are based in. The following places will be used for PPA:

- Year R: KS1 Intervention Room
- Year 4: Conference Room
- Year 6: Conference Room

Where adults from two bubbles are both released to work together, they will meet online, wherever possible. Failing this, they will ensure that they sit at least 2 metres apart, in a ventilated room and sit so they are not facing the other bubble's adult.

Staff meetings and INSET training days will be held remotely, wherever possible, with the staff remaining in their year groups or with the people they predominantly work with i.e. the office staff will remain together for such meetings. Within these groups, the staff will remain socially distanced wherever possible. Handwashing and other good hygiene practices will be encouraged. Where face-to-face meetings are required/preferred, these will be held in well-ventilated rooms and different bubbles of staff will remain socially distanced from each other.

We still want and need year groups and the SLT to work together on a wide range of topics, including child protection, planning and marking. However, we also need to recognise that one person who has a positive test can impact upon the whole year group/ SLT etc. For this reason, when staff meet with other people from their year group/ bubble, they will need to wear masks. As an example, the teachers and TAs who normally work in Brunel class will not need to wear a mask/face covering in Brunel's classroom; however, they will when they enter Dickens or Callaghan classrooms (the other classrooms in the year group). Staff should limit the time they spend in another room particularly when children are present as teachers and TAs teaching these children do not need to wear masks (but may decide to do so).

Where a meeting is being undertaken e.g. at the beginning or end of the school day, the staff must remain 2 metres apart of each other and all of the staff need to wear a mask (unless exempt) even where it is their own room. This applies to when there is no teaching being undertaken in the classroom. Furthermore, the staff need to select rooms/areas where there is the best airflow/ the largest area possible for their meeting and should consider when they can complete the same meeting using online meeting capacity instead of an in-person meeting.

The SLT will work together where appropriate in order to ensure that the school moves forward in line with the School Improvement Plan (SIP). However, wherever possible, they will limit their contact with multiple year groups

in a day and by limiting their contact with adults and children in classes to a minimum. They will apply the same rules as above with regards to mask wearing.

There should not be mixing between the different adults from the different year groups or with staff from other bubbles apart from where this is needed as a part of a meeting. Office staff, SLT and pastoral staff will not mix with the other bubbles for breaks and lunchtimes and Year Groups will also stay within their bubbles. Social distancing rules and procedures must be maintained.

The office team will be split so that the use of the space is utilised.

The office staff-scanner will only be used by the office staff and if another scanner is broken. An additional scanner has been purchased and is on the door which leads into the premise manager's office. Staff, therefore, will be able to sign in and out without entering the office to do so. This scanner should only be used by staff who work in this side of the building. Staff will be encouraged to sign in and out using the scanners nearest to where they are usually based, with the KS2-based staff using the scanner next to the curved wall.

Where staff park their cars in the opposite car park to the side of the school they are based in, they will be encouraged to walk round the school to their vehicles where possible. Where this is not possible, they must enter and exit the site using the shortest possible route.

The office staff will leave messages for staff in folders attached to the classroom doors. The staff member collecting this piece of information should ensure that they wash/sanitise their hands after touching the piece of paper.

Any paperwork for the office is to be left in the tray on top of the water cooler rather than on the desks to reduce the amount of contact between the office and other members of staff.

The staff will only use the staff toilets where they are based. They will also use the cleaning products in each of the staff toilets in order to clean after they have used the area (alongside the normal hygiene practices). Staff will not linger in the areas outside the toilets.

### Moving staff

The school will try to minimise the moving of staff where possible. 'All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.' Where this is between different year groups, where possible, we will provide the weekend as a gap between the movement, for example, so that a lunchtime supervisor can work with a Year 2 class one week and a Year 6 class the next week, wherever possible. However, staff may be moved more regularly as per the strategic needs of the school.

### Staffrooms

To support the adults with breaks, an additional staffroom has been created in the Conference Room and there are also additional facilities in KS1. For each year group in KS1 there is a staff room: for EYFS it is the Intervention Room; for Year 1 it is the old photocopying (resources room); and Year 2 is in the KS1 Intervention Room. EYFS and Year 1 will eat their lunches outside of their rooms but use these rooms to prepare hot drinks. If a member of staff needs to use the microwave available in the KS1 kitchen, they should try to do so when there are no other members of staff in the KS1 kitchen.

In KS2, the timetables have been used to ensure that the two year groups upstairs and the two downstairs have different break times to the other year group on their floor. This enables each year group to have their own period of time in a staffroom without the other year group:

- Year 4 will use the tables outside their classrooms or the Conference Room.
- Year 6 will use the tables outside their classes, although they may decide to use the Conference Room.

Years 4 and 6 will share the Conference Room as their staffroom in order to make drinks/ warm up food. Where staff need to use a staff room to heat up food or to make a hot drink, they will maintain a 2 metre distance from anyone else in the staffroom and wear a face covering (unless they are exempt from wearing one).

Where these rooms/areas are at capacity, the adult should seek an alternative place to have a break or return at a quieter point to make a drink/ warm up food. Adults using the staffrooms/ areas designated as staffrooms will need to consider whether there is sufficient space in there for them to social distance. Where this is not the case, the adult should choose not to sit in the staffroom.

Staff need to be 2 metres apart at all times and must clean down surfaces they touch. Where people are staying in a room/ area together they must adhere to the 2 metre rule, windows will need to be open and masks worn whenever people are not eating or drinking- even if the people in the room are from the same year group bubble.

Some TAs are lunchtime supervisors and so have their lunch at a different time to the other staff in their bubbles. They may, therefore, need to be in the same area as other staff from different year group bubbles in order to have a lunch break. Where this is the case, they need to have the maximum distance between themselves and staff from other year groups.

Break provision will be monitored by the Senior Leadership Team and alternative arrangements made should it be deemed necessary.

### **Minimising entry into the school building**

For all general enquiries, parents/carers will not be allowed to enter the office without prior arrangement or with the agreement of a member of the office staff. Only one family group will be allowed to enter the office area at any one time (in the conservatory area) wherever possible. The final door to the office area will be locked, restricting access to the building and controlling the number of people in the office area at any one time.

Parents/carers will be discouraged from having long conversations with the teacher/ other staff at drop off and collection. Wherever possible, the teacher or other member of staff will discuss a parents/carers/carer's question or concern via a telephone call or an email. The school's main administration email is the preferred method of communication ([admin@copnorprimaryschool.co.uk](mailto:admin@copnorprimaryschool.co.uk)) although the teachers' work emails may also be used.

Where a parent/carer does need to see a member of staff, social distancing rules will be maintained wherever possible.

Other adults entering the premises, for example contractors, will limit their movements around the school to the areas they need to work in and will maintain social distancing wherever possible and ensuring good hand and mouth hygiene.

For all adults entering the site (excluding parents collecting and dropping off children) clear rules and procedures will be provided to them and they will sign the visitors' book to confirm that these have been read and understood and will be adhered to by the adult. We will ask for a contact phone number (either a work phone number or a home/ mobile phone number as appropriate). This form will be destroyed after 21 days (as this allows enough time for Track and Trace to contact the school should there be a positive case). The phone number on their form will be kept in a secure cupboard and will only be used should we need to support the tracing of contacts following a positive COVID-19 case.

Parents/carers' evenings will be held remotely via Zoom or through a phone call.

University students will be permitted to attend the school and will adhere to the same rules as the staff. Other students will be allowed to complete their placements on a case-by-case basis.

Parent volunteers who wish to read with children will be allowed to read with their children's bubble. However, they will be required to wear a mask in school. They will stay in the shared areas and the children go to them.

Live performances (such as parent/carer assemblies and nativities) would not be completed during the Outbreak Management Plan's period of operation.

### **Cleaners**

Cleaners will not clean in the same room where a member of staff is working (this refers to the longer cleans that happen either at the start or the end of a day). If there is one member of staff working in the room (and no alternative from the cleaning schedule can be cleaned instead) then the member of staff will vacate the room to allow the cleaner to clean. Where the room is being used for a meeting, then the cleaner will arrange for a different time to return to clean the room or the staff will need to relocate their meeting so that cleaning can happen (if there is no alternative on the cleaning schedule).

### **Rocksteady**

Rocksteady will be permitted to enter the building and to work with groups of children. Bands can only be formed from a maximum of 3 bubbles, 2 ideally. With each band, children from separate bubbles will be expected to be kept over 2 metres apart in separate areas of the room.

Rocksteady have created their own policy which they will follow in support of this one. It can be found at [https://www.rocksteadymusicschool.com/backtoschool/BackToSchoolGuide\\_2020.pdf](https://www.rocksteadymusicschool.com/backtoschool/BackToSchoolGuide_2020.pdf) and includes information about how the children will sing and the additional measures taken with regards to the instruments being used.

### **Sama Karate**

Following the relaxing of the rules around the hiring of facilities/ the return of club participation, areas of the school other than the halls can be hired. Sama Karate have provided their risk assessment/policy for ensuring that they are Covid-secure and that they also adhere to their governing body's rules and regulations as appropriate. A copy of this document is available from either Sama themselves or from the office on request. Sama Karate will use Churchill classroom. The children will exit the school via the North Drive, using the Churchill exit onto the North Drive. Sama Karate's staff will take due care and attention to staff vehicles that infrequently use the drive when the club leave the premises. All staff who park in the rear car park will be informed of this exiting arrangement and will adhere to the 5mph speed limit down the North Drive. Parents/carers will not be allowed to watch the Sama Karate lessons and will be expected to wait outside for their children.

### **School Clubs (these have been suspended in Years 2, 4 and 6)**

Clubs, where undertaken and run by members of staff, will be completed in year group bubbles. More than one club can be undertaken at the same time; however, they will be timetabled onto different playgrounds/ areas of the school and will have different start and finish times and/or exit points in order to reduce contact. Any equipment used will be sanitised in line with other PE equipment.

Where a club is completed outdoors, if there is poor weather, the children will not be able to attend the club and parents/carers will be informed by 1pm on the day of the club that this is the case. The clubs will be non-contact so no competitive games will be undertaken.

### **Equipment use**

We will try to reduce the equipment in the bubbles to make it easier for everything to be frequently cleaned. In year groups 2-6, the children will be provided with their own pair of scissors, pencil (and pen if appropriate), rubber, ruler, pencil sharpener and colouring pencils to be kept in their own plastic wallet. In Years R and 1, they will have shared equipment. This shared equipment will be cleaned daily.

Each classroom will be disinfected by our cleaning staff once per day and each classroom will have its own disinfectant kit that our teaching staff will use at intervals throughout the day to disinfect key touchpoints such as door handles (see cleaning rota). We have also made a list of all items that need to be disinfected in each class each day to help the cleaners (see cleaning rota for cleaners).

Where equipment does need to be shared between classes or year group bubbles (such as a box of books) we will leave a gap of two days before this happens. Boxes will be cleaned before they are moved.

The children will only take home books from their class. When the books are returned, they will be placed in the red 'Books from Home' box and will then be in quarantine for two days. The school library itself will not be accessed directly by children. When books are returned from a class to the library, they will be returned on a Friday and new ones taken out no earlier than Monday to avoid contamination.

We will try to design tasks in such a way as to maximise social distancing, both within the classroom and in the wider school environment.

We will use tablets, laptops and desktop PCs which will be disinfected after use and/or left for 3 days before they are used in another bubble. The desktop PCs will only be used by the bubble in which the PCS are located.

Musical instruments will not be used if they need to be blown. Where other instruments are used, they will be left for 2 days (or 3 days if plastic) unless they can be cleaned thoroughly using disinfectant. They will also be kept in four separate areas so that no more than two bubbles will access a set of instruments.

PE lessons will either be undertaken outside or will be completed in the classrooms. The halls will not be used for PE. Equipment will be sanitised between different classes using the equipment. Wherever possible, each bubble will complete a different form of games so that there is a reduced need to transfer equipment between bubbles. As an example, Year 4 will complete hockey while Year 6 complete basketball. Enough equipment will be purchased to allow Years R, 1 and 2 to complete their lessons with equipment just for their bubble. The expectation is that this will be cleaned between uses.

Children will not be allowed to collect the bells from the office. Instead, the bells will be left in areas where they are accessible for both year groups. Year 5 and 6 will be able to collect the bell from the Year 4 toilets. Years 3 and 4 can collect their bell from the shelter nearest the pirate ship. Years 1 and 2 will collect their bell from outside of Riley class. The bell will be wiped using wipes between each use.

The climbing wall will need to be cleaned between the different year groups. At the start of each playtime for each year group, a member of staff will wipe down the holders.

Some children benefit from time spent in the Soft Play Room. These will be cleaned before and after use by the member of staff accompanying the child to the room. Children will not mix with children from other bubbles in these rooms. Where children regularly use these rooms, they will have their own box of resources that they can use in the room and are exclusively for them.

Children are keen to bring in sweets for their friends when it is their birthday. This will be allowed; however, the children will not be allowed to eat the sweets on site. Instead, where children are collected by parents/carers, the sweets will be placed in their book bags/ given to them at the end of the day. For children who are not collected, they will be reminded to wait until they are at home before consuming the sweets.

Children are also keen to bring cakes in for their friends, again when it is their birthday. Where the cake is a pre-purchased one, the school will cut up the cake and provide to the children to take home with them. The staff will wear masks and will sanitise the area and their hands before cutting the cake. For children who are not collected, they will be reminded to wait until they are at home before consuming the cake.

Unfortunately, homemade cakes will not be allowed to be shared until further notice.

### **Year R**

Year R will often move between indoor and outdoor learning. Furthermore, they do not have a set break in the morning or afternoon. The only exception to an organised break, is when they have their fruit and milk. Normally, they would have a choice about when to have these; however, in order to monitor whether hands are clean, this will be a set time in each class for the children to have a piece of fruit and milk (as applicable). The children will be expected to sanitise/wash their hands when they transition from the inside to the outside and vice versa.

There are also further measures in place for Year R:

- The playdough will be changed daily in a rotation system;
- Fabric spray will be used to clean soft furnishings each day;
- The water in use will have a small amount of washing-up liquid in it and will be changed daily;
- Sand and mud in the mud kitchen will be rotated daily.

### **Mask wearing/face coverings**

‘Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.’ The school will provide sealable plastic bags for all staff.

Where a child/adult brings in a face covering from home, they will need to provide a sealable plastic bag with their name on it. It will be stored somewhere where it will not be cross-contaminated or fiddled with by the pupil. ‘Pupils will be instructed not to touch the front of their face covering during use or when removing them.’ If it is a temporary face covering, it will need to be disposed of in the white pedal bin. Children will have named bags that they can then

have returned at the end of the school day. This is not advised in the guidance; however, we do not want a child to feel unsafe in school and not being at school because they are not allowed to wear a mask.

If a child wishes to wear a face covering in school, then they will be allowed to do so. This is beyond what the guidance maintains is necessary for primary schools.

Staff need to wear a mask/ face covering inside the school when moving outside of their normal place of work. They can continue to wear masks in class/their area of work should they wish to do so. They may also decide to wear a visor as well as the mask. Alternatively, some staff may feel that they would only like to wear a visor in class. Current Government advice does not recommend the use of masks in class. However, the school believes that the member of staff has the right to make this decision themselves and that they may feel more comfortable wearing a mask and/or visor. The children have been shown the PPE equipment in school and it is common practice to wear masks indoors, so mask wearing should not be upsetting or off-putting for the vast majority of children.

Adults who do not regularly work in the building and/or move across a number of school sites in a week (such as Rocksteady staff) will be required to wear a mask on site unless they are directly teaching the children. Should a visitor to the site not have a mask, then the school will provide one for the person (unless they are exempt from wearing one: see below).

Where a visitor is unable to wear a face mask due to medical grounds, then they will be permitted to enter the site without a face mask.

Certain people, such as educational psychologists, the Ethnic Minority Achievement Service staff and social workers may need to work with children on a 1:1 basis without a face covering (where the face covering creates a barrier between the child and the professional). In such instances, they should meet with the child in a well-ventilated room and ensure that they wash/sanitise their hands before and after the meeting. If a member of staff is required to be in the room, then they will wear a mask. They will also be asked to ensure that they are happy to work in a room where the visiting professional does not have a face covering. If the member of staff is not happy with this arrangement, then another member of staff from the bubble will be asked to deputise. The parent/carer of the child will also be asked whether they are happy with these arrangements before they take place, wherever possible.

Where a professional needs to observe a child in class, they will be required to wear a face covering, along with adhering to the other guidelines (such as regular hand washing and maintaining social distancing where possible). However, this mask wearing may be relaxed on a case-by-case basis if, for example, the child may not respond well to a person with a mask on or they rely on visual clues/ facial expressions to gauge how to respond to someone.

All parents/carers, including children over the age of 11, will be asked to wear a mask when collecting and dropping off their child/children. If a person is able to wear a mask (so is not exempt on medical grounds) but refuses to do so, they will be politely asked to leave the school site. Although we cannot enforce mask wearing on site, the school staff have the right to refuse entry onto the site and this may be the option that we take should a parent/carer consistently refuses to wear a mask even though they do not have medical grounds preventing them from wearing a mask. Equally, should a parent/carer become aggressive towards a member of staff about mask wearing, they may also be banned from the school site for a fixed period of time.

When staff are on duty at the start and end of the day, they will wear a mask (unless exempt on medical grounds).

When staff are moving between their normal places of work e.g. a KS1 teacher looking in the Arts and Crafts Room for resources, a mask will be worn unless the member of staff is exempt from wearing the mask. During work with groups of children in the break-out areas, it is up to the staff member whether or not they wear a mask (as this is their normal place of work). However, the member of staff will need to be mindful of their positioning and whether they need to put on a mask where students, volunteers or staff from other agencies are working with another child/group of children in the same area as them.

‘Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate (such as a child psychologist), can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).’

### **Encouraging social distancing by parents/carers and their families**

It is impossible for the school to enforce social-distancing. However, we will periodically remind parents/carers about how their adherence to the social-distancing rules will help all of us to combat the epidemic. The alternative to allowing the parents/carers on site; namely, the children being dropped off and collected on Copnor Road was assessed to be unsafe. This was because the number of people waiting for the children to be collected by the school staff/ returned by the school staff would cause significant and potentially dangerous congestion on the pavement.

Parents/carers will be encouraged to attend the school on their own wherever possible. If a single child is being collected, we will discourage more than one adult collecting that child wherever possible.

Parents/carers will continue to be encouraged to stay on site for the minimum amount of time possible. If they feel that their child can be left at the school gate to walk to their classroom door/ entry point into the school, then they will be encouraged to do so.

### **Dropping off arrangements in the morning**

In the mornings, children, parents and carers will arrive via the main pedestrian gate on Copnor Road. Parents/carers will exit via the drive at the exit next to One Stop unless they are a Year R child's parent/carer. However, as a school, we will not enforce the one-way system and parents/carers may decide that entering and exiting the main playground entrance is preferable to using the one-way system. Where parents/carers decide to do this, they will need to be aware of potential congestion and respond appropriately (such as waiting for the number of people at the entrance to reduce before moving towards it).

If the child is in Year R, the child and parent/carer will enter the school via the main pedestrian gate and walk directly into the Year R area through the multi-coloured gate. All Year R classes will enter the school at different times. Potter class will wait under the stage area. Donaldson class will use the path that is at the back of the Year R area to wait for the class teacher. Milne class will wait by the play trail. These classes will exit via the gate leading to the office exit.

- Donaldson class will start at 8:30-8:35am.
- Potter class will start at 8:40-8:45am.
- Bright class will start at 8:50am-8:55am.

There will be a staggered starting time.

- Years 2, 4 and 5 will enter from 8:30am-8:40am.
- Years 1, 3 and 6 will enter from 8:45am-8:55am.

When a parent/carer needs to speak to a member of the office team/ pastoral team in the mornings and after school, then the parent/carer will need to go to the relevant shelter or the conservatory where a member of the team will be available. Alternatively, a phone call can be made to the school or an email sent to [admin@copnorprimary.co.uk](mailto:admin@copnorprimary.co.uk)

If a child is late and their year group and teachers are no longer on the playground, then they need to go to the conservatory/ shelter (dependent upon the weather) and be signed in by the office staff. A member of staff will then ensure that they get to their classroom. If the child is in Year 3 the member of staff will walk them to the Year 3 door and open it for them. If they are in Year 5, the member of staff will take them to the main KS2 entrance, ensuring that they are socially distanced from any Year 6 children using that door. The child will then make their way up their stairs to their class. Years 4 and 6 are able to access their classrooms via the conservatory. For late children in KS1/EYFS, the member of staff will escort the children to their normal exit/entrance door. If a teacher/TA are unsure whether a child has been marked as present in school, then they will need to phone the office/ visit the office to ask for confirmation.

Where children enter via the school office (for example because they arrive by school transport or they enter school through the office as part of an Individual Learning Plan) then wherever possible, the child should be met at the gate before they enter the building. Where a parent/carer needs to enter the building with the child, then the member of staff with that parent or child will need to decide whether they are able to enter the foyer. One family group will be permitted into the foyer at any one time. Parents/carers will be encouraged wherever possible to leave their child at the office gate.

If a child is late, and the gates are shut, then they will gain access from the main office. Should there be an issue with a child entering the school and the parent/child is with the child in the foyer and another family are waiting, then the staff involved will risk assess whether another family are able to socially distance while in the foyer area. If this is not possible, then the member of staff will endeavour to help the other family outside the office area.

Some of the doors are potentially touched by the parents/carers (particularly in KS1) as they help their children enter the school. The children's hands are sanitised/ washed on entry to the school. The handles that have been, potentially, touched by parents will also be cleaned by a member of staff at the end of the dropping-off period.

### **Collection of children at the end of the school day**

For collection, there will be a one-way system in place with parents/carers entering the school via the main playground entrance on Copnor Road and leaving via the drive and exiting via the One Stop exit, should they wish to use this system. We will not, as a school, enforce the one-way system. Parents/carers are able to leave via the main entrance to the school on Copnor Road. They will need to remain mindful of the need to social distance and to avoid congestion/ causing congestion at the busy main entrance.

No other exits/entries to the school will be used unless a child is collected late or they have specific requirements meaning that they exit separately to the other children.

There will be 3 different collection times.

- Years 2 and 4 will need to be collected at 3:00pm.
- Years 1 and 5 will need to be collected at 3:10pm.
- Years 3 and 6 will be need to be collected at 3:20pm.

Year R will follow the same arrangements as the morning and will exit via the gate leading to the office exit.

- Donaldson class will finish at 3pm.
- Potter class will finish at 3:10pm.
- Bright class will finish at 3:20pm

Where a parent has more than one child with different collection times, they do not need to exit the playground and return. Instead, they need to maintain social distancing whilst travelling to the collection point for their other child/children.

Where there are pinch points in the school, where distancing may be more difficult due to less space additional measures will be taken:

- Year 4 will use separate areas on the Upper School Playground for the children to be collected at the end of the school day. One of the Year 4 classes will use the Year 6 cloakroom to exit the school to further reduce congestion at the Year 4 exit.
- In the afternoon, the Year 3 children will exit through three different exits: namely; the Year 3 stairwell and the two Year 5 classroom doors that exit onto the Lower School Playground.

### **Children who are not collected on time at the end of the school day**

Any Year 5 children who have not been collected by this time, will be with a member of staff away from the classrooms being used by the Year 3s to exit.

If a child's parent/carer has not collected them by the allotted time, then they are to be placed in After-School Club in the correct bubble. Where a child has a sibling in a year group being collected later in the afternoon, then the allotted time will be the allotted time for the sibling. As an example, if a child has not been collected from a class at 3pm but they have a sibling being collected from a class finishing at 3:10, then the allotted time is 3:10pm rather than 3pm. All children will be kept by their teacher until 3:20 (or 3:30 if the pick-up time is 3:20)

The office will need to be phoned/ spoken to by a member of the year group's staff (and not After-School Club staff) in order that they contact the child's parent/carer to arrange collection of the child.

Usual safeguarding procedures will be followed with regards to the late collection of a child (see separate safeguarding policy for more details). Parents/carers have been informed of the likely delay this system will place on collecting a child who is late.

Where late collection (as defined above) becomes a routine or is regular, the parent/carer will be contacted and informed that they will be required to pay for the After-School Club's provision.

### **Use of out-of-school providers of childcare**

Where parents are using external childcare providers or out of school extra-curricular activities for their children, we have been asked by the Government in previous guidance to advise parents:

- ‘ to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.
  - encourage to check providers have put in place their own protective measures
  - provide them the link to the guidance for parents and carers’
- (<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>)

### **Childminders**

Parents/carers who require childminders to collect their children will be allowed to arrange for these collections to continue. We would expect the childminder to inform us if they have children from other schools at their premises and what they were doing to mitigate the risks of cross-infection from one school to another. A written risk assessment would be ideal; however, as they are not expected to write risk assessments, verbal confirmation of the actions shared with a member of the Senior Leadership Team would be acceptable (and would be recorded by the member of staff).

### **Binstead (Breakfast and After School Club –External Provider)**

Binstead will be allowed to collect and deliver children to school. For these children, we have seen a risk assessment, detailing how Binstead will reduce risk of cross-infection between children from different schools.

In the morning, the Binstead staff will be allowed to wait on the playground in a shelter assigned to them. It will be cleaned before they use it and after they have used it. They will then be responsible for ensuring that each child is handed over to the relevant class.

In the afternoon, the Binstead staff will be allowed to wait on the playground for their children in the shelter that is assigned to them and is cleaned before and after use. A member of the class will be required to deliver the child to the shelter. They will also need to enter their minibus via the exit via the Site Manager’s Office or the one way system around the school and not via the school office.

### **Additional child minding companies**

Binstead is the largest provider of wraparound care provision by external companies. Where other companies are employed by parents/carers/ carers to provide wraparound care, they too will be permitted to deliver and collect the children from the school and we would expect to see a risk assessment as aforementioned. However, unfortunately, we may not have the facilities to provide a waiting point for the member of staff from the company and they would need to wait on the playground should they need to collect/drop off children with two different start or collection times.

### **Off-site visits**

Off-site visits will be permitted. In addition, Hampshire’s guidance for schools (we follow Hampshire’s advice for school visits, including residential visits); is namely that: ‘...if schools are keen to continue with planned day visits, you have transport available the venue is open to educational visits and you are able to risk assess appropriately, we will continue to approve these events.’ Therefore, where possible, we will walk to a venue or use the school’s minibuses.

Each visit will be risk assessed by our staff in line with current Government advice, namely that: Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.’

The school will participate in events, following the relevant guidelines.

Were the school advised to restrict visits or a residential, then this would be communicated to parents/carers and necessary steps taken to cancel these.

### **Pompey Pirates**

Pompey Pirates will be completed. While the children are on the minibus, they will sit in the same places on the way to the centre and on the return.

Should Pompey Pirates cancel the site visits, they may decide to use online learning instead. The children would, therefore, remain in school (in the KS2 Hall or another appropriate room if the hall is unavailable) to complete the

club. They will be socially distanced within the hall/alternative room and good ventilation will be achieved by opening the outside doors to the hall/ windows in the alternative room.

### **Wider public transport and travelling to school**

The use of wider public transport by our parents/carers, pupils and staff is limited. We have staggered times to reduce the demand on public transport and we will encourage the school's community to walk to school where possible.

As per current Government (Government email to schools 4/3/21) advice: 'If you live a short distance from your school or college, walk, cycle or scoot to and from school wherever it is possible and safe to do so

- avoid sharing a car with anyone outside of your household or support bubble
- if you are using public transport to get to school or college, plan ahead and allow more time for your journey
- when you are travelling by public or dedicated school transport, don't forget to:
  - wear a face covering (unless you are exempt, including if you are aged 11 and under). It is important you wear them for the entirety of your journey, including inside a bus or train station
  - social distance where possible
  - wash or sanitise your hands regularly
  - be considerate to fellow passengers and staff.'

### **Breakfast and After School Clubs**

There will be a mobile phone that the parent/carer will phone in order to drop off a child in the morning and/or to collect a child from the group. However, the buzzer entry/exit system will also be available for the children in the KS1 Hall. The child will be taken to the office gate or collected from the gate if it is a drop off for the breakfast club. The children will not be left unsupervised and this may mean that the parents/carers will need to wait at the gate for a longer period than normal to enable this supervision to take place.

Children will not mix across the groups within a hall, wherever possible, as the risk of infection spread inside a building is significantly greater than outdoors. Outside, the children will be permitted to mix more widely as it is recognised that the risk of coronavirus being transmitted when outside is reduced. However, where possible, the children will be encouraged to remain in their groups when outside. KS1 and KS2 children will remain separate, wherever possible, both inside and outside. Children from Years R, 4 and 6 will not mix with the other year groups outside, wherever possible

#### **Breakfast Club arrangements:**

These will be separated into four groups. Group 1 will be EYFS children only; Group 2 will be comprised of both Year 1 and Year 2 children; Group 3 will be Years 3 and 4; and Group 4 consist of Years 5 and 6. The KS1 Hall will be used with the hall split into 4 up until 8am, with 1 group in each section. From 8am (at which point the club becomes busier) both halls will be used. The KS2 children will move to the KS2 Hall. However, should the school deem it to be more appropriate, then they will use both halls, from 7:30am, in order to reduce the risk of a potential outbreak/to support the control of an outbreak.

The children will be separated into groups dependent upon whether their year group has bubbled or not (i.e. Years R, 4 and 6 will be separate from each other and the other year groups).

#### **After-School arrangements:**

After-School Club, on the whole, tends to be quieter than the Breakfast Club. Therefore, they will stay in one hall, unless it is deemed by the school that the use of two halls would reduce the risk of a potential outbreak. However, the children will be split into the four groups Group 1 will be EYFS children only; Group 2 will be comprised of both Year 1 and Year 2 children; Group 3 will be Years 3 and 4; and Group 4 consist of Years 5 and 6. They will also have the option to use the other hall when it is raining or if the club's numbers increase significantly. Where the hall is in use, they will have access to the KS1 Intervention Room to allow for the children to be spread out further if the need arises. This will be risk assessed by the After-School club's Supervisor or one of the staff in their absence.

The children will be separated into groups dependent upon whether their year group has bubbled or not (i.e. Years R, 4 and 6 will be separate from each other and the other year groups).

## **Behaviour**

Wherever possible, poor behaviour will be managed within class. Where this is not possible, then the Behaviour Policy will have been adapted to reflect the need for the children to minimise contact with different bubbles (see the Behaviour Policy for further details). Where a child has been sent out of their class for 20 minutes of reflection, they will do so within their year group bubble initially but the SLT can be used where required to help facilitate high standards of behaviour.

## **Singing**

The guidance stated that, when singing, 'schools should consider additional specific safety measures' as 'there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.'

Therefore, singing in groups will only take place in the KS1 Hall. For more information on singing and how we aim to mitigate the risks from singing indoors, please refer to the document 'Music in KS1 Hall'

If children in EYFS and Year 1, as part of their play during child imitated learning, decide to sing, this will not be discouraged.

Pupils should be positioned back-to-back or side-to-side when singing (rather than face-to-face). We will also use microphones where possible or encourage singing quietly.

'By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.'

## **Portsmouth Music Service**

Portsmouth Music Service (PMS) offer workshops for the children to participate and enjoy which add to the depth of music they experience. PMS employed staff will follow the school's procedures and this policy. Their own policies and code of conduct is available from Copnor Primary School's website.

## **Homework**

Homework will be issued by the school and will be online as much as possible. However, once the homework has been returned, it will be quarantined for 48 hours before being marked. The person handling the homework when it is handed into the school, will wash or sanitise their hands after handling it. We will encourage the child to place the homework into the quarantine area directly to avoid the need to handle the homework before the 48 hour period has expired.

With regards to reading logs, they are online. For those with a paper copy, these are required by the parents/carers at the end of the same day as well as needing to be checked by the school. These will, therefore be collected in and then returned on the same day, with the member of staff ensuring that they wash/sanitise their hands thoroughly after touching the logbooks and that they wipe down surfaces where the books have been in contact with these surfaces.

## **Paperwork from home**

The paperwork received from home is often time-sensitive and cannot, therefore, be quarantined for 48 hours. An example of this would be a newly prescribed medicine that the child needs to take that day: it requires a medical form to be completed before it can be administered. Paperwork received from home will not be quarantined. However, when an adult has handled a piece/pieces of paperwork from outside the school, then they will wash or sanitise their hands.

## **Deliveries**

Deliveries will continue to be taken via the North Drive. Packages will not be isolated as they often contain time-sensitive items, including fresh fruit and milk. The adult opening the delivery will ensure that they have followed the appropriate guidelines with regards to handwashing and maintaining social distancing (as appropriate).

Delivery drivers will not be permitted onsite unless there is a necessity to do so e.g. when swapping over sanitary bins. The delivery drivers will be informed about our procedures and will be asked to complete the signing in documentation as per other visitors to the site.

Where a delivery is taken in by a member of staff, they will adhere to current guidance with regards to wearing a face covering, keeping 2 metres distance from the driver and washing their hands after the delivery.

## Lunchtimes

Please also see the risk assessment for serving lunches.

School lunches will be provided in the form of hot dinners. These will be eaten in the classrooms unless stated differently below:

- Year R will eat in the KS1 Hall, with the doors to the hall open to aid ventilation with hot dinners delivered by a lunchtime supervisor. They will be kept separate (in their classes) when in the hall. They will sit face-to-face in the hall within their classes but not facing children from different classes.

Children who bring their own packed lunch will take it to the allocated storage area e.g. in the cloakroom and return it there at the end of lunch.

Were there to be staffing shortages, the KS2 Hall may be used instead of the classrooms, with each class in a separate area of the hall. Bubbles would not be mixed within the hall.

At the end of lunch, "used" meal boxes will be collected and returned to the kitchen at which point they will be cleaned by the kitchen staff. The kitchen staff will also clean both halls.

Each year group will have designated lunchtime supervisors. If there is a member of staff who is absent at lunchtime, then the supervisor for the class next door (from the same year group bubble) will supervise the class by standing between the two classes/walking between two classes. The supervisors will also share responsibility for the class when the class bubble is outside on the playground.

Each bubble will have a separate break time and lunchtime area for them on the playground, including Year R (EYFS).

## First aid

Where possible, first aid will need to be conducted in the classroom. Each classroom (apart from Year R: see below) will have its own first aid kit and any first aid carried out needs to be recorded in the first aid book provided in each classroom. The taking of asthma pumps and medication will also be recorded in these books.

If a child requires medicine that has to be stored in a fridge, then a member of the office staff will deliver the medicine and a member of the bubble will administer to the child within the bubble's shared area, following the guidance on the packaging.

In Year R, the first aid book will be for the whole year group rather than classes.

If a child needs first aid at break time, it will be administered by the member of staff from their bubble on duty wherever possible. If a child needs treatment from a qualified first aider/ needs to be assessed by a first aider, then they will be seen by a first aider. A first aider will be on duty for each morning break. If the first aider on duty has been unable to assess the child or believes that the child needs to be indoors, then the medical room will be used. A member of the office staff, who is first aid trained, will ensure that there is no one else in the medical room and will then check the child's medical needs. If there are two children waiting to use the medical room, then a different space will be located, so that the children are kept separate (unless they are from the same bubble). First aid provision will be recorded in the class first aid book or the medical sheets in the office as appropriate. As always, good communication will exist so that the class teacher and the parent/carer can be informed of the first aid incident (as appropriate to the severity of the accident). If at break, a first aider is absent, then the year group bubble will attempt to reorganise cover. Failing this, then a first aider from another bubble will be asked to support two bubbles with first aid. The office will also be called upon should there be a need for additional support.

During the school day, the above procedures will also be followed (i.e. where possible the treatment will be completed by the staff within the class).

At lunchtimes, wherever possible, the lunchtime supervisors should provide first aid. There will be an outdoor first aid station which will have a full first aid kit, a lidded bin for waste products, a class list for all the and a list of medical needs. Where a child has a serious injury that requires more support, the first aider will be able to use the walkie-talkies to request support. They will also move the child to the main medical room should the injury be more serious than one that can be dealt with on the playground. Should the first aider come into the building, first aid duties will be taken over by the lunchtime supervisors/ one of the other first aiders as appropriate.

When it is wet play at lunchtime and because this is for a longer period of time than at break, the first aider will base themselves in the conservatory. If more than 2 children are waiting/ being treated, then the first aider will seek support from the office staff/ additional first aiders as appropriate, using their walkie-talkies.

‘As is usual practice, in an emergency, (we will) call 999 if somebody is seriously ill or injured or their life is at risk.’ See the Accidents and First Aid Policy for more details about first aid provision during the pandemic.

### **Food tasting by the children**

Food tasting is an integral part of some of our history and DT topics. Where this is the case, strict hygiene measures will be undertaken, as usual, with regards to the storage of the food and also in its preparation for the children. However, additional measures will also be in place due to coronavirus (COVID-19). Firstly, only pre-prepared food will be purchased. Therefore, we will not make any sauces or dishes for the children to eat and will, instead, only purchase ready-made items, pre-wrapped or able to be washed-such as fruit. If a product needs to be cut up into sections (for example a block of feta cheese) the person doing so will wear PPE (a mask, gloves and an apron). Such preparation will be completed as late as possible. The children will be provided with individual plates for their selection of food and any cutlery used will not be shared between the children. Parents/carers will be informed about the food tasting activity using the letter in appendix 4 (food tasting letter).

### **Performance Management**

Performance Management will not be adversely impacted as a result of CEV staff needing to shield at home and/or from their role being adapted.

Performance Management for all other staff will also not be adversely impacted by any lockdowns/ the need to instigate the Outbreak Management Plan.

### **Support for staff at home who are shielding or self-isolating**

There has been a review of the home work in line with the HSE’s recommendations, available at <https://www.hse.gov.uk/toolbox/workers/home.htm>

As a result of this review, the following areas have been considered and will be actioned were staff be required to shield:

Where staff are at home because they are shielding or have been asked to self-isolate, steps will be taken to ensure that there is communication between the member of staff and members of the school community. Each approach to this communication will vary. For example, staff may be invited to meetings in school using Zoom or an equivalent online communication package, while for others it might be that there are phone calls or text conversations between the staff member and their team.

Managers of people working from home have been informed about the above HSE recommendations (and would be reminded of these were a member of staff isolating/shielding at home) and will be looking out for signs of stress caused by working from home rather than in the support of the school and will complete a stress risk assessment (both for those at home and for those at work).

Equipment will be provided where required, including laptops, in order that staff are able to work at home where appropriate. For staff who are shielding for longer periods of time, the display screen equipment (DSE) workstation checklist (See appendix 7) will be sent home for the staff member to complete.

NB: Shielding can only be reintroduced by national government.

### **Additional advice on pregnancy**

The National Health Service’s advice for pregnant women can be accessed at:

<https://www.gov.uk/government/publications/coronavirus-COVID-19-advice-for-pregnant-employees/coronavirus-COVID-19-advice-for-pregnant-employees> It states that:

- ‘There's no evidence that pregnant women are more likely to get seriously ill from coronavirus.
- But pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution. This is because pregnant women can sometimes be more at risk from viruses like flu. It's not clear if this happens with coronavirus. But because it's a new virus, it's safer to include pregnant women in the moderate-risk group.

- It may be possible for you to pass coronavirus to your baby before they are born. But when this has happened, the babies have got better.
- There's no evidence coronavirus causes miscarriage or affects how your baby develops in pregnancy.'

Therefore, pregnant women should follow the advice for Clinically Vulnerable people in school settings; namely that: 'Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.'

Where a member of staff is pregnant and they are worried about coronavirus and its possible impact on their health or that of their unborn child, then they should speak to their doctor, midwife or maternity team.

Where a pregnant woman is classed as Clinically Extremely Vulnerable as opposed to Clinically Vulnerable, then the guidance for CEV people will be followed instead, in consultation with the member of staff and following advice from their doctor, midwife or maternity team. An example would be if the pregnant woman had significant heart disease, congenital or acquired.

### **Additional advice for the Clinically Vulnerable (CV)**

Clinically Vulnerable (CV) staff can continue to attend school as well as staff who live with those who are CV. These staff should ensure they maintain good prevention practice in the workplace and at home. Staff will be offered an individual risk assessment.

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

'Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.

For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in the guidance are in place.

### **Restriction of attendance at the school**

In certain circumstances, the school may be advised to limit the attendance of pupils to the school. In all circumstances, priority would continue to be given to vulnerable children and the children of critical workers to attend to their normal timetables. An appropriate registration procedure would be used to allow vulnerable children and critical worker children's parents/carers to be able to book their children into the school. This would be communicated to all parents/carers via the website and an email/text to the first priority contact.

### **Remote Learning**

Please refer to the following document for more details (available on the school's website at [https://copnorprimary.co.uk/uploads/1%20Policies/September%20Documents/Copnor%20Primary%20School%20Remote%20Learning%20Rationale%20and%20Expectations%20\(2\).pdf](https://copnorprimary.co.uk/uploads/1%20Policies/September%20Documents/Copnor%20Primary%20School%20Remote%20Learning%20Rationale%20and%20Expectations%20(2).pdf)) : Copnor Primary School Remote Learning Rationale and Expectations.

'From 8 March, attendance is mandatory for all pupils of compulsory school age. When a class, group or a small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield, then all such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.'

The remote education provided should be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. As a minimum you should provide:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

Online video lessons do not necessarily need to be recorded by teaching staff at the school, Oak National Academy lessons, for example, can be provided in lieu of school-led video content.

### **Additional procedures**

There are also additional steps the school may decide to introduce. These are archived as appendixes 1 and 2; however, they are available on request. They are the procedures in place during Lockdown as well as a contingency plan to increase the amount of social distancing in school were the cases to severely curtail the school's operating procedures.

Policy revised: Thursday 14<sup>th</sup> October 2021    Policy review: Sunday 31<sup>st</sup> October 2021